

**NNAT MEETING****WEDNESDAY 17<sup>TH</sup> JUNE 2020 2020 AT 1400****VIRTUAL MEETING****ACTIONS challenges DECISIONS****PRESENT**

John Wollocombe- Chair      JW  
 Gill Pegg                              GP  
 Andrew Richardson              AR  
 Constance Tyce                      CT  
 David Hicks                              DT

**ATTENDING**

Sarah Rankin – Clerk              SR  
 Apologies: Mary Jane Edwards

**1. WELCOME, APOLOGIES AND DECLARATIONS**

	<b>ACTION</b>
The Chair welcomed Trustees to the meeting. Mary Jane Edwards was unable to connect to the meeting and was therefore unable to attend.	

**2. MINUTES – ACCURACY**

	<b>ACTION</b>
13 <sup>th</sup> March 2020 and 26 <sup>th</sup> March 2020 – the minutes were approved	
21 <sup>st</sup> May 2020 – the clerk made one change from ‘manpower’ to ‘staffing’. The minutes were approved.	
The minutes will be printed and signed by the Chair in due course.	

**3. UPDATE ON SCHOOLS RE-OPENING**

	<b>ACTION</b>
<b>Primary Schools</b> Positive reports have been received from the primaries. Support from County and the Trust has been very well received by all schools. <b>Trustees noted that the challenge will be when more children want to return.</b> AR explained that the primary home learning offer is largely paper based. AR has applied for a DfE grant to get primary access to 365 Education, which will allow electronic setting and marking of work.	

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<p><b>Senior Schools</b></p> <p>SHS: positive first week. Some transport issues. Sixth form is going well, with 1:1 tutorials being very successful. Students are enthusiastic. Stalham: requests from parents for more students to return. Transport working well.</p>	
<p>AR advised that specific Government guidance is pending regarding summer schools, results days and increasing current capacity. AR reported that regarding Results Day, the DfE have suggested that students can serve SA requests to see the grades allocated by the School. <b>Trustees asked what the take up has been for counselling.</b> AR reported that there was one student in StHS and 2 at SHS. Students are booked in until the end of term. Sessions in school are 1:1 and socially distanced. Zoom sessions are also taking place.</p>	

#### 4. MANAGEMENT ACCOUNTS AND 20/21 BUDGETS

	ACTION
<p>DH advised the following:</p> <ul style="list-style-type: none"> <li>• Updates on support staff and teaching salaries are outstanding</li> <li>• PP rates have been announced but allocations not yet released.</li> <li>• Ongoing additional costs are coming in due to COVID. Grants will be applied for.</li> <li>• Income has been lost on cancelled trips.</li> <li>• Additional costs including the purchase of FSM vouchers.</li> </ul>	
<p>Budgets recommended for approval: Antingham, SHS, Stalham and CJS: <b>Antingham:</b> Savings in reduction of premises staff. EH needs to ensure she spends her budget. <b>Trustees felt that the budget for Staff CPD (as per the Action Plan) may need to be reviewed. It was noted that nursery numbers may fall this year. Trustees asked if this had been factored in.</b> DH confirmed that Heads have accepted the figures in the budget. He confirmed that if numbers of children don not come through then mitigating action may be required. <b>CJS:</b> Facing falling roll. PAN reduced from 300 – 240. <b>(Redacted Personal)</b> [REDACTED] <b>Stalham:</b> Previously discussed long term sickness still running. Cover for 1 yr has been recruited. DH acknowledged that budgets may need to be reviewed in September, when it is made clear how schools are expected to operate. <b>TRUSTEES APPROVED THE BUDGETS FOR ANTINGHAM, CJS, STALHAM AND SHERINGHAM HIGH SCHOOL</b></p>	
<p><b>GVSN:</b> Trustees discussed the correspondence received from GVSN LGB. The Chair acknowledged the importance of Governors being involved in the process, and that the Trust should welcome a proactive approach from LGBs. Trustees were presented with two versions of the budget. One as proposed by the school and</p>	

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<p>one which (for illustrative purposes) included certain mitigating actions promulgated by the Executive Team. The following comments were made:</p> <ul style="list-style-type: none"> <li>• The £3000 from expected from the Friends of GV has not yet materialised, so cannot be included in the accounts.</li> <li>• Trustees acknowledged the merit of retaining music provision on Fridays assuming the expense can be justified within the context of the overall budget.</li> <li>• Trustees were advised that the idea of bringing in specialist support from an experienced independent primary phase executive head to help deliver a satisfactory budgetary outcome had been well received.</li> </ul> <p><b>(Redacted Personal)</b> [REDACTED]</p> <p><b>Trustees agreed to allow further time for the GVSN budget to be reviewed. The requirement to submit approved budgets for all schools to the EFSA by 31<sup>st</sup> July was recognised.</b></p> <p><b>DH WILL BRING THE REVIEWED BUDGET BACK TO TRUSTEES BEFORE THE END OF TERM.</b></p> <p><b>JW WILL RESPOND TO THE LETTER FROM THE COG.</b></p>	<p>DH</p> <p>JW</p>
<p><b>Central Budget:</b></p> <p>The pros and cons of raising of the level of NNAT top slice were discussed. Trustees acknowledged that although Central Team costs had remained relatively flat against budget for some years, the budgetary constraints of current arrangements represented a limiting factor on the benefits that could be provided to NNAT schools from central resources. A variety of potential spending proposals (if the top slice were to be increased) were presented. Trustees agreed to seek to increase the top slice from its current level of 3%. It was agreed that specific proposals as to the new level for the top slice would be worked up and approved during academic year 2021/22 for introduction at the start of 2022/3. In the meantime, Trustees agreed to the following proposals:</p> <ul style="list-style-type: none"> <li>• Addressing the management of staff absence and health and well-being in the workforce via CPD for SLT members at all NNAT schools.</li> <li>• CPD for SLT members in relation to “change management” and the personal and performance management of staff.</li> <li>• In due course, a full review of lessons learned from the Covid pandemic.</li> <li>• The employment of a central Property Maintenance Operative - assuming the case for concomitant budgetary efficiencies can be made.</li> </ul>	

## 5. STANDING ITEMS

	ACTION
<p><b>GDPR KPIS:</b></p> <p><b>Training:</b> Uptake of the GDPR training has been disappointing. It was noted that training is mandatory and a response to the ICO audit. JS to issue suitably strongly worded reminders to non-attendees.</p>	<p>DH/JS</p>

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<p><b>Breach:</b> One breach was reported at SHS. This was reported to the ICO and dealt with promptly.</p> <p>A further issue was reported at Antingham, where a weakness in SIMS exposes a risk. SIMS are currently investigating this.</p> <p><b>FOI requests:</b></p> <p>Trust: data on parental complaints received regarding the RSA syllabus</p> <p>A&amp;SR: information relating to Gangs in schools and Right-Wing Extremism</p> <p>SHS: information regarding availability of milk at Trust schools.</p>	
<p><b>HEALTH AND SAFETY:</b></p> <ul style="list-style-type: none"> <li>• All training on hold</li> <li>• Health and safety policies will be reviewed after independent H&amp;S audit</li> <li>• Cleaning and grounds contracts – tender process underway.</li> <li>• PS Assets working well. Antingham now using the system. SHS caretakers will be decorating at Antingham during the summer.</li> </ul>	
<p><b>Covid response:</b></p> <ul style="list-style-type: none"> <li>• Caretakers have been working under social distancing protocols</li> <li>• Contractors have been carefully managed keeping movement around schools to the absolute minimum</li> <li>• PPE ordered for all sites. Ongoing monitoring of supply required.</li> <li>• Secretary’s station relocated at Antingham with purpose-built screened reception area.</li> <li>• High schools: screens fitted to reception desks.</li> <li>• Basic H&amp;S inspections continuing.</li> <li>• Following Public Health England guidance on cleaning on non-healthcare settings. Cleaning priorities ensure high-risk surface and touch points are regularly sanitised during the day.</li> <li>• Signage installed.</li> <li>• New signing-in procedures established.</li> <li>• One-way systems being trialled at SHS, GVSN and CJS.</li> <li>• Support from BMs regarding Antingham’s cleaning regime has been greatly appreciated. Weekly monitoring in progress.</li> </ul>	
<p><b>PREMISES:</b></p> <p><b>SHS:</b> work has been completed satisfactorily on the driveway. Caretakers have been undertaking routine maintenance and preparing the school for reopening. A request has been received to share the telecoms mast with another provider. This would provide more income to the school. It was hoped that this might improve coverage. This was approved by the Trustees.</p> <p><b>Stalham:</b> Caretakers have been undertaking routine maintenance and preparing the school for reopening</p>	

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<p><b>SAFEGUARDING:</b></p> <p>GP advised that the safeguarding report had been received from GVSN and will be reported back on for the next meeting.</p> <p>AR reported that schools are reacting to every update received from County, making sure all requirements are adhered to. It was acknowledged that many families are currently under considerable pressure.</p> <p><b>GP asked whether there is anything Trustees need to be aware of.</b></p> <p>AR confirmed that there is nothing specific at present but the safeguarding policy will be reviewed as and when required.</p>	
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## 6. POLICIES

	ACTION
Updates to the following policies were approved:	
<b>GDPR:</b> The policy was updated with the new staff details. Body of policy remains unchanged.	
<b>Behaviour and Inclusion – Covid Annexe</b> This summarizes the exclusion process under the current circumstances and will be attached to primary and high school policies.	
<b>Antibullying:</b> The changes highlighted were approved. It was noted that this policy is for High Schools only – Clerk to add to policy. The Online Safety Policy referred to on p2 is currently under review to ensure GDPR compliance.	
The following policy needs to be looked at by the primaries before approval.	
<b>Educational Visits:</b> Change regarding parent’s information: a risk assessment is no longer required for a short trip. Annexe: site visits during Covid.	
The lack of a specific Staff Wellbeing policy was noted and it was agreed that a formal policy might be required. Wellbeing is currently covered as part of the NNAT Management of Sickness and Absence policy. AR and DH will look at this and send to CT as Wellbeing Trustee for comment. <b>Trustees asked that training for Governors be included and drew attention to the Toolkit on staff wellbeing in the Governance Toolkit.</b>	AR/DH

## 7. ICT UPDATE

	ACTION
DH reported the following:	
<b>Staffing: (Redacted – Personal)</b> [REDACTED]	
<b>Primary websites:</b> progress delayed due to Covid.	
It was noted that the current situation has been the ultimate test of the Trust’s IT systems. More commonality is needed between the schools. A discussion will	

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be held at the end of term to assess the effectiveness of home working systems and home/school communications.

**CT advised that GVSN and Antingham had expressed frustration with their outdated laptops.** DH confirmed that MG had bought 5 new laptops, and that no request had been received from EH. Laptops could be bought from capital funds for Antingham.

## 8. STAFFING PICTURE

	ACTION
AR reported the following:	
<b>Stalham:</b> Fully staffed	
<b>SHS:</b> Maths vacancy. Currently being advertised.	
<b>CJS:</b> Deputy Head is leaving	
<b>GVSN:</b> Maternity cover has been appointed	
<b>Antingham:</b> Possible 3 week sickness absence – teaching staff.	

## 9. GVSN CAR PARK

	ACTION
The Chair confirmed that the lease for the car park has been signed and returned. The matter is now considered closed.	

## 10. MATTERS ARISING FROM THE MINUTES

	ACTION
<p>13<sup>th</sup> March 2020 :</p> <ul style="list-style-type: none"> <li>Inset day did not take place on 2<sup>nd</sup> of April so no demonstration of the new screens took place. This will be carried over. At present there is no confirmation of dates of future inset days.</li> <li>Risk Register – ongoing.</li> <li>VNET visit. This has taken place. <b>CLERK TO CIRCULATE REPORT.</b></li> <li>Antingham action plan has now been approved. CT confirmed this is now a regular agenda item for the LGB.</li> </ul>	SR
<p>26<sup>th</sup> March 2020:</p> <ul style="list-style-type: none"> <li>CJS SIDP – AR will chase</li> <li>Safeguarding report has been circulated</li> <li>Internal audit is outstanding</li> <li>Related party transaction form - outstanding</li> </ul>	AR SR
21 <sup>st</sup> May 2020	

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| <ul style="list-style-type: none"> <li>• Questionnaire has been actioned.</li> </ul> |  |
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**11. A.O.B**

	ACTION
<p><b>Purchasing card limits:</b> following an issue regarding restrictive purchasing limits when buying vouchers for FSM, the group limit has now been increased to £20,000. This was approved by Trustees.</p>	
<p><b>Black Lives Matter:</b> following receipt of a letter from former students, AR will produce a measured and emphatic response which will be circulated to Trustees. AR confirmed that an audit of library resources has been requested to review cross cultural texts. The head of history has been consulted who confirmed that the department is re-evaluating the teaching of colonialism in the light of the movement. Related issues are covered in PHSE, enrichment and in assemblies.</p> <p><b>Trustees were pleased that the school is responding with all due seriousness and asked whether all schools should be considering similar responses.</b> It was suggested that the Trust vision should be reviewed accordingly.</p>	AR
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The meeting ended at 5.45pm. This being the last scheduled meeting for the current academic year, JW thanked Trustees for their input during the year.

Date of next meeting: TBC

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